



WORK AT ADP AND YOU CAN MAKE A DIFFERENCE IN THE LIVES OF OTHERS.

The mission of the Department of Alcohol and Drug Programs (ADP) is to lead efforts to reduce alcoholism, drug addiction, and problem gambling in California by developing, administering, and supporting prevention, treatment and recovery programs.

Job Opportunity:

Associate Governmental Program Analyst Licensing and Certification Division/Program Compliance Branch

Full-time, Permanent, Salary Range: \$4,400-\$5,348

View full Duty Statement:
<http://www.adp.ca.gov/jobs>

Position Summary:

The Program Compliance Branch seeks a motivated individual to serve as a complaint analyst for California's alcohol and other drug recovery and treatment programs. The incumbent will be responsible for the following:

Apply laws, regulations and program standards in investigating allegations of violations of regulations, standards, and professional treatment statewide.

Prepare reports, write civil penalty letters, process controlled correspondence, develop legal services requests, respond to public records requests, issue deficiency notices following complaint and death investigations, and prepare revocation/suspension notices. Identify, research, analyze, and make recommendations concerning regulations, policies, and procedures governing licensure & certification of alcoholism and drug abuse recovery. Work with departmental staff, governmental entities, providers, and the public. Travel statewide up to 50% of the time.

Desirable Qualifications:

Applications may be prescreened. Only the most competitive applicants will be interviewed.

Discretion, poise, flexibility, adaptability, self-confidence, perceptiveness, tenacity, diplomatic directness, and curiosity.

Ability to speak and write effectively and with independent judgment.

Ability to maintain perspective, compassion, ethics, and objectivity over time and in awkward situations; tolerate conflict; interface with varied personalities and all kinds of people; and establish and maintain cooperative relations - even in uncomfortable situations. Decisiveness with strong analytical, writing, interpersonal, and organizational skills.

Ability to work independently, prioritize, and handle multiple tasks with a high accuracy under strict deadlines.

Proficiency on a personal computer utilizing Microsoft Word, FoxPro, Excel, and Oracle.

Final Filing Date: October 5, 2010

If you would like to become a part of a team which supports diversity and is dedicated to reducing addiction in California, please submit your application to:

Contact:

Christopher Lewis
Department of Alcohol and Drug Programs
1700 K Street, 2nd Floor
Sacramento, CA 95811
(916) 324-2470, TDD (800) 735-2929

RPA #

A10-022-425

Position #

798-425-5393-720

Who Should Apply:

State employees in the above classification, persons with list eligibility, interest in lateral transfer from an equivalent class, or reinstatement. **All interested applicants must submit a resume, and a standard State Application Form STD 678, with an original signature to the contact person identified above. Clearly indicate the basis of eligibility in line item number 12 of the STD 678.**

The Department of Alcohol and Drug Programs is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.